

SECRET

DEPUTY DIRECTOR (RESEARCH)

PERSONNEL  
19 February 1963

DIRECTIVE

25X1

DD/R CAREER SERVICE

Reference:

1. Purpose

This Directive outlines the administrative structure of the DD/R Career Service and assigns responsibilities for implementing the Agency Career Program within the R Career Service (R/CS).

2. Composition

a. R/CS Personnel - Members of the R/CS are those staff employees whose long range development and utilization are the primary responsibility of the DD/R.

b. R/CS Positions - R/CS positions are those under the Career Service cognizance of the DD/R. They include all positions on the DD/R staffing complement, except those which are identified with other Career Services concerned. In addition, R/CS positions include those identified as such on the staffing complements of other Agency components.

3. Structure

The R/CS Board and its Panels constitute the structure for administering the R/CS program. The Assistant Directors for Special Activities, ELINT and Research and Development

Group 1 - Excluded from automatic  
downgrading and  
declassification

SECRET

SECRET

2

PERSONNEL  
19 February 1963

DIRECTIVE

25X1

are directed to establish a Career Service Panel under their respective jurisdictions to implement the functions outlined in subparagraph 5(c) below.

4. Composition

a. The R/CS Board, hereinafter referred to as the "Board" consists of the following members:

(1) Ex-officio Members:

Deputy Director (Research)  
Assistant Deputy Director (Research)

(2) Permanent Members:

Executive Assistant to the DD/R, Chairman  
Assistant Director for Special Activities  
Assistant Director for ELINT  
Assistant Director for Research and  
Development

(3) Appointed Members:

Additional members may be appointed by  
the DD/R.

(4) Executive Secretary (non-voting)

(5) Recording Secretary (non-voting)

b. The R/CS Panels will be comprised of those senior officials designated by the Assistant Directors concerned.

5. Functions

a. The Board will:

(1) Advise the DD/R on Career Service policy, programs and procedures, and monitor their implementation.

SECRET

SECRET

3

PERSONNEL  
19 February 1963

DIRECTIVE

25X1

- (2) Furnish policy guidance to the R/CS Panels.
- (3) Recommend action on requests of employees to retain employment following marriages to aliens.
- (4) Recommend action on proposed involuntary separations of personnel.
- (5) Recommend action on requests for LWOP in excess of 30 days.
- (6) Perform such other functions as may be directed by the DD/R.

b. For those R/CS personnel in the grades of GS-14 and GS-15 and for R/CS secretarial, information control and clerical personnel in the grades of GS-07 through GS-11 the Board will recommend to the DD/R action involving:

- (1) Promotions.
- (2) Addition of new members to the R/CS.
- (3) Use of members of other Career Services in R/CS positions or the use of members of the R/CS in other than R/CS positions.
- (4) Reassignments.
- (5) Retention of individuals beyond first year probationary period.
- (6) Selection of individuals for career employee status.
- (7) Requests for external and internal training.

SECRET

SECRET

4

PERSONNEL  
19 February 1963

DIRECTIVE

25X1

c. For all R/CS personnel in the grade of GS-13 and below, except R/CS secretarial, information control and clerical personnel in the grades GS-07 through GS-11, the Assistant Directors will establish appropriate procedures for use of Panels in actions involving:

- (1) Promotions.
- (2) Addition of new members to the R/CS.
- (3) Use of members of other Career Services in R/CS positions or the use of members of the R/CS in other than R/CS positions.
- (4) Reassignments.
- (5) Retention of individuals beyond first year probationary period.
- (6) Selection of individuals for career employee status.
- (7) Requests for external and internal training.
- (8) Perform such other functions as may be directed by the respective Assistant Directors.

d. Actions involving promotions from GS-13 to GS-14 and secretarial, information control, and clerical personnel from GS-06 to GS-07 will be recommended by the panels to their respective Assistant Directors. Subject to the concurrence of the Assistant Director, these recommendations will be submitted to the Board for final recommendation to the DD/R

6. The Board and Panels will conduct a competitive evaluation of personnel under their jurisdiction in accordance with

SECRET

SECRET

5

PERSONNEL  
19 February 1963

DIRECTIVE


25X1

7. Consideration of promotion actions within the above provisions will be scheduled at least semi-annually for each grade. Exceptions to the schedule may be made when considered justified by the Board and Panels.

8. All R/CS personnel on the staffing complement of the Office of the DD/R will be administered by the Board.

9. Career Service actions not covered by the above provisions will be administered by the respective Assistant Directors or the DD/R as appropriate.

10. One copy of the minutes of all Panel meetings will be furnished the Chairman of the R/CS Board within five days following the Panel meetings.

  
HERBERT SCOVILLE, JR.  
Deputy Director  
(Research)

25X1A9A

SECRET